5. Line Item Credit Memo
Line Item Credit Memo

To create an Line Item Credit Note for Light Account:

1. Open the Invoice Status from your mailbox
2. Click **Continue and log in to your account**.
3. Choose **Create Line-Item Credit Memo**

Note: Supplier can only create a Line item Credit memo for approved invoices
Line Item Credit Note

Once the **Credit Note** is submitted, the Layout will display as below:

**Line Item Credit Memo**

(Original Invoice No: 123456)

- **Credit Memo Number**: 15765
- **Credit Note Date**: Thursday 15 Feb 2018 8:04 PM GMT+08:00
- **Original Invoice Number**: 123456
- **Original Invoice Date**: Thursday 15 Feb 2018 4:45 PM GMT+08:00
- **Original Purchase Order**: PO117

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>$-125,001.00 SGD</td>
</tr>
<tr>
<td>Total Tax</td>
<td>$-8,750.07 SGD</td>
</tr>
<tr>
<td>Total Amount without Tax</td>
<td>$-125,001.00 SGD</td>
</tr>
<tr>
<td>Amount Due</td>
<td>$-133,751.07 SGD</td>
</tr>
</tbody>
</table>

**Line Item Credit Memo Summary**

- **Subtotal**: $-125,001.00 SGD
- **Total Tax**: $-8,750.07 SGD
- **Total Amount without Tax**: $-125,001.00 SGD
- **Amount Due**: $-133,751.07 SGD